



**DEFENSE CONTRACT AUDIT AGENCY**  
**DEPARTMENT OF DEFENSE**  
8725 JOHN J. KINGMAN ROAD, SUITE 2135  
FORT BELVOIR, VA 22060-6219

IN REPLY REFER TO

OTS 730.5.3

October 26, 2000  
00-OTS-087(R)

MEMORANDUM FOR REGIONAL DIRECTORS, DCAA  
DIRECTOR, FIELD DETACHMENT, DCAA  
HEADS OF PRINCIPAL STAFF ELEMENTS, HQ, DCAA

SUBJECT: DCAA Cognizant Field Audit Office (FAO) Locator

During the past several months, we have been developing an application that will enable our customers to enter a contractor's five-digit zip code to find the cognizant FAO and its mailing address, phone number, and e-mail address. This search database, which is entitled the DCAA Cognizant FAO Locator, is now operational and can be accessed on our public website (<http://www.dcaa.mil>) by selecting "Find a Cognizant FAO."

FAOs are advised that the DCAA Cognizant FAO Locator application provides a mechanism for customers to send e-mail to the FAO's mailbox. The site was designed to allow our customers to easily find the cognizant FAO to allow them to send audit requests, etc. for contractors audited by the FAO. Because the application is on our public site, FAOs may receive e-mail from a variety of sources. FAOs should forward via e-mail examples of non-official correspondence to the DCAA webmaster at <mailto:DCAA-WEB@dcaa.mil>.

A long-term effort of data collection and analysis was required for the design and development of this database. The process was labor-intensive and more difficult than expected because the data we initially collected from our existing sources and subsequent data call was not always current or accurate. Since the purpose and design of this system is a direct result of our customers' requests, we need to ensure that the Cognizant FAO Locator database remains current and properly maintained. Policy and procedural guidance required to keep the database up-to-date is currently being developed and will be issued within 60 days.

I believe you will find the DCAA Cognizant FAO Locator to be a benefit to you and our customers. However, its success will depend on its accuracy and the steps we take to keep it that way. If you have any questions regarding the locator, please contact Ginny Hickey, Program Manager, at (703) 767-2271.

/s/

Earl J. Newman  
Assistant Director  
Operations

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